

**Waterboro Board of Selectmen
September 10, 2013 Meeting Minutes**

EXECUTIVE SESSION: Selectman Littlefield moved to go into executive session at 5:30 pm per Title 1 M.R.S.A. §405 (6)(F) to discuss an application for a poverty abatement, seconded by Selectman Gale, voted and passed, **4 yeas**. Selectman Gale moved to come out of executive session at 5:52 pm, seconded by Selectman Littlefield, voted and passed, **4 yeas**.

PRESENT: Chairman Girard, Selectmen Gale, Littlefield and Woodsome, Town Administrator Gary Lamb, Mr. & Mrs. Machado with their attorney, Mr. & Mrs. Thornton with two others, Dwayne Prescott, Town Planner Tom Ursia, Tim Neil, Administrative Assistant Christina Silberman and IT Manager David Lowe. Selectman Abbott and Sharon Abbott arrived during the Town Planner's report. The Machado and Thornton parties left during reports.

PLEDGE OF ALLEGIANCE: Chairman Girard opened the meeting with the Pledge of Allegiance at 6:01 pm.

ANNOUNCEMENTS: Chairman Girard gave a reminder that construction continues on Route 5 for the water main extension between the Middle School and the Elementary School. Traffic is down to one lane and construction is expected to go through mid-October. Chairman Girard also announced that Saturday, September 14th at 5 pm is the Waterborough Historical Society's Chili Chowder & Apple Desert Contest at the Grange Hall on West Rd.

AGENDA ADDITIONS/DELETIONS: None

APPOINTMENTS: None

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Girard reviewed the following correspondence;

- a. Treasurer's reports
- b. Rep. Libby's newsletter
- c. List of cemeteries & properties cared for by Russell Jensen
- d. Motor Vehicle Agent August report
- e. Letter of appreciation from Southern Maine Area Agency on Aging
- f. EcoMaine Open House information

REPORTS & STAFF INITIATIVES (The meeting recessed briefly during the Planning Board report due to a medical emergency.)

a. Planning Board: Planning Board Chairman Tim Neill reported that the Planning Board is looking at site plan review again and is considering having major and minor site plan review to streamline the process. The Planning Board would like to conduct a joint public hearing with the Selectmen after the changes have been approved by the Town Attorney. The Town Attorney is also reviewing a dock ordinance change due to some issues that have come up on the lake that are really civil matters. Chairman

Girard said the Planning Board is doing a nice job and it is good to see a proactive board looking to the future.

b. Town Planner: Town Planner Tom Ursia reported that the Sewall Company came today to do in-house training session on GIS and it was well attended. Mr. Ursia said the Selectmen have information at their seats from the training. The Sewall Company provided some equipment for the Town to use to obtain data for GIS and the equipment has to be returned on Friday. This was arranged through the 20/20 Master Planning Committee. An unofficial street map is now available for review. Future changes to the maps will be bundled in batches and sent to the Sewall Co. for updating. The next couple of months will be critical for the 20/20 Committee to define a strategy for what they can get done by June. There is a potential for a subdivision at the Helen Carpenter estate that is about 105 acres. A forthcoming ordinance proposal will require digital, as built, plan requirements for site plans, subdivisions and surveys. Mr. Ursia said there have been several commercial developers looking at real estate in town. There are no definitive plans yet. Two people have approached Mr. Ursia and expressed interest in serving on the Economic Development Committee and he will follow up with them. Selectman Littlefield asked about the cost of the equipment that the Sewall Co. loaned the Town. Mr. Ursia responded that this particular unit is \$7,000 - \$8,000 and has accuracy within ½ - 1 meter. If the Town wanted to purchase one as a capital investment, it would be good to check with all departments, boards and committees to determine the amount of use for it and the worth to the Town.

c. Selectmen's reports: Selectman Woodsome said did not see Thyngs Cemetery, and other cemeteries on Middle Rd. on the list of cemetery maintenance performed by Russell Jensen. Also, the saw mill after Merrill's that is listed used to be done by Parks & Rec. He would like to have a list of the adopted cemeteries from the Cemetery Committee to have a better idea which cemeteries are being maintained. Selectman Woodsome attended the 20/20 Committee meeting last night. Bob Powers was reelected as Chairman. The Committee is working to organize all the studies that have been done into a booklet and are preparing to wrap things up in June. Selectman Woodsome talked about the grant opportunity for a bike path. Todd Abbott and Leo Binette plan to meet with Mr. Lamb soon to discuss this and Todd has some ideas. Selectman Woodsome said the Chili Chowder Contest is a great event and he encouraged people to attend.

Selectman Gale said he attended the Cemetery Committee meeting last night. They brought up the concern with the cemetery on Middle Rd. Mr. Gale said there are about 120 cemeteries in Town and Russell Jensen takes care of 11 of them at some level. The Cemetery Committee tries to take care of some of the others and has an "adopt a cemetery" program. He wondered what criteria are used to determine which cemeteries the Town cares for and said perhaps it is the ones that are beside a road. Chairman Girard said many of them are family plots. Selectman Gale said he was not aware that all Veteran's graves have to be encircled or fenced in. The Veteran's Administration will replace damaged Veteran's markers. There is a lot of information needed for this and the Cemetery Committee is working on it. The Board discussed what the Town's responsibilities are for taking care of cemeteries. Ms. Silberman will get more information about the Town's responsibilities from Maine Municipal Association.

Selectman Littlefield reminded everyone that flu season will soon be upon us and flu shots are available at many pharmacies. It is advised to get a flu shot as early as possible so that the antibodies have time to build up. September is ADHD awareness month. Selectman Littlefield gave kudos to Waterboro business Howe & Howe for shipping one of their Bulldog firefighting apparatus to fight fires in Yosemite. Selectman Littlefield said hello to Mrs. Fecteau who watches these meetings faithfully from home and he invited her to attend a meeting in person.

Selectman Abbott said he was a bit late tonight because he attended the EcoMaine Finance Committee. They are working on projections through 2019 and this will go to the full EcoMaine Board meeting on Thursday.

Chairman Girard reported that she attended the 12 Town Group meeting last night along with Mr. Lamb. 8 municipalities were represented. County budget matters were discussed and she provided a packet to the Board. As Selectman Gale has said previously, it is important that the York County Budget Committee try to work with the York County Commissioners. In the packet are copies of 6 different letters that were sent from the Budget Committee to the Commissioners, starting in 2011, asking to meet and work out issues. The Commissioners have never responded to one of these letters. Selectman Girard reported that 17 Towns have signed on to help fund the York County Budget Committee's legal fund. In addition to these funds, \$2,900 has been donated by Committee members. In the packet is a list of contributors. There is also a brief from Brad Morin explaining why the Budget Committee should proceed with filing a motion. There was a meeting with the attorneys and Justice O'Neill. The Budget Committee's attorney offered to participate in mediation but the Commissioners' attorney responded that they are not interested in mediation and want to go before a Judge for a ruling.

d. Town Administrator Gary Lamb's report: Gary Lamb reported the following:

- He visited the Library with Ruth Blake and Brigit McCallum for a tour and discussed possible future plans.
- He Attended the Planning Board Workshop to discuss elimination of the dock permit process.
- He attended part of the 20/20 Committee meeting last night. They looked at the Economic Development Committee's future activities and membership.
- Last Friday he met with the Department of Environmental Protection (DEP) geologist and their consultant from CES Engineering at the waste lagoon pits next to the Town Garage along with Owens McCullough of Sebago Technics and Road Commissioner Doug Foglio, Sr. The Phase 1 assessment of the site is underway and it is uncertain whether further Phase 2 remediation field work will be needed. The pressure is on to get DEP to finalize this decision ASAP.
- Selectman Littlefield has met with him to finalize the proposed Social Media Policy and this will be sent to the Town Attorney for review.
- The 12 Town Group meeting last night was educational for Mr. Lamb providing some history of County budget matters.
- A Department Head meeting is scheduled for tomorrow at 9am at Central Station.
- The audit data flow has started and Auditor Chris Backman has FY 12/13 data and will be at Town Hall beginning on Sept. 23rd.

- The Town recently received a \$20,565 payment to go to ATV club to reimburse them for trail improvements they have done. There is more money expected for this.
- He plans to attend the RSU #57 School Board meeting tomorrow night and the EcoMaine Board meeting on Thursday with Selectman Abbott.
- The first 400' of the water main project was done in the first day of construction. They have not had to pump any water out yet.
- Proper Cemetery contact information was shared with staff by Ms. Silberman.
- Property tax bills were sent out and the phones have been very busy today with questions and concerns.

NEW BUSINESS:

a. Discuss/vote to amend the bylaws of the Economic Development Committee:

Selectman Abbott moved to amend the bylaws of the Economic Development Committee as proposed, seconded by Selectman Gale, voted and passed, **5 years**.

b. Discuss/vote on a poverty abatement application: Selectman Littlefield moved to deny the application, seconded by Selectman Woodsome, voted and passed, **4 years, 1 abstained (Abbott)**.

OLD BUSINESS:

a. Discuss Consent Agreement: This item was postponed.

b. Discuss setting a new date for the Selectmen's Goals Workshop: The Board rescheduled the Selectmen's Goal Workshop for Wednesday, September 25th at 5 pm.

OTHER:

a. Minutes of the September 3, 2013 Regular Meeting: Selectman Woodsome moved to approve the minutes of the September 3, 2013 Regular Meeting, seconded by Selectman Gale, voted and passed, **5 years**.

PENDING DECISIONS:

a. Discuss making policy changes regarding the use of social media: This is underway.

b. Town Charter revision to add a Public Works Department: Selectman Woodsome asked to meet with Mr. Lamb next week to further discuss this.

WEEK'S ACTION LIST:

- Research the town's responsibility for cemeteries with MMA.
- Contact the Cemetery Committee for a list of the adopted cemeteries.
- Conduct the Selectmen's Goal workshop on September 25th at 5 pm.
- Continue to work on a trail project for a funding opportunity.
- Work to find members for the Budget Committee.

DISCUSSION OF AGENDA ITEMS:

- Appoint Gary Lamb as an alternate member to the EcoMaine Board of Directors.
- Discuss the consent agreement. Include background info and timeline in the Board's packet next week.

Chairman Girard read the reminders.

ADJOURN: Selectman Woodsome moved to adjourn the meeting at 7:06 pm, seconded by Selectman Gale, voted and passed, **5 yeas**.

SIGNED:

- Minutes of the September 3, 2013 Regular Meeting

APPROVED: Date: _____
